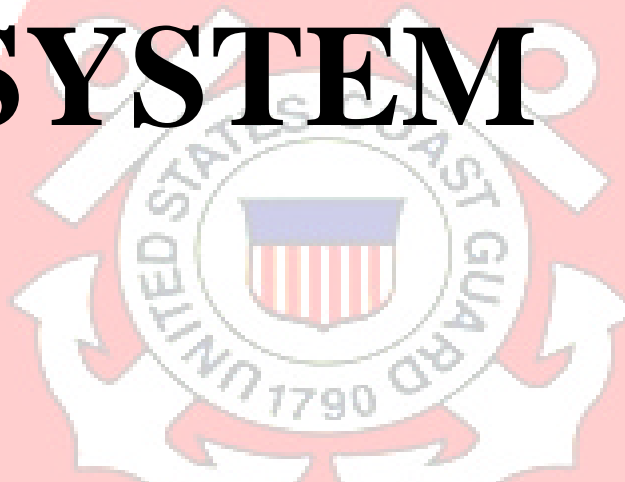# PERSONNEL MANAGEMENT SYSTEM

AKA, Necia & Kristi's

Wicked Cool Database

This is a database designed to

Thi

And, it is designed to be LT-proof!

It is a One-Stop-Shop for:

- Contact Information
- PAL/RPAL/CPRL
- Rotation Dates
- Training & Qualifications
- And a whole lot more!

This is a UNIT-LEVEL tool designed to be used by:

- Commanding Officers & Executive Officers
- Supervisors
- Department Heads
- Training Officers
- Yeomen

It can be used with multiple units and/or multiple departments.

For example, ours is set up for MSO St. Louis and our 3 Detachments.

With just a click of the button, you can see:

Address Lists

Phone Lists

Members with Overdue Medicals
or
Medicals due w/in the next 6 months

Enlisted or Officer Rating Chains.

A schedule of when Marks/OERs are due for each member.

A roster of who is mobilized.

Who is and is not qualified:

MLE quals,

"M" quals,

and MLC required training.

We added references to COMDTINSTs and frequency that the MLC requires the training.

We even have a nifty "Quick Look-Up" feature that lets you quickly grab a member's phone number.

The idea is that now you can store all of your information in one place, have only one place that must be updated, and a central location for everything.

Even tracking training should be easier.

You are probably thinking, *pretty slick.* But I don't have a techno-wizard to enter all this fancy-schmancy data into ACCESS, of all things. Way too much of a pain-in-the-neck for my unit.

Nope.

We made data-entry pretty painless, too.

It's all done on a page that just looks like a normal form. You just fill in the blanks. We have the gigantic table hidden safely away from view.

So let's get into the "nitty-gritty" and really look at this thing…

The starting screen, called a "switchboard," looks like this:

Compact and Repair Database... Exit

Personnel Management System

Necia and Kristi's "WICKED Cool"

PERSONNEL MANAGEMENT SYSTEM

Personnel Data

Force Management

Training and Qualifications

Quick Look-Up: Type Last Name & Click Arrow

Done for the Day - Exit Access

Form View

NUM

From here, you can look at Personnel Data, Force Management information, or Training and Qualifications (or the nifty Quick Look-up!).

Let's click the Personnel Data Button.

Compact and Repair Database... Exit

Personnel Management System

Necia and Kristi's "WICKED Cool"

PERSONNEL MANAGEMENT SYSTEM

Personnel Data

Force Management

Training and Qualifications

Quick Look-Up: Type Last Name & Click Arrow

Done for the Day - Exit Access

Form View

NUM

From here, you can look at:

- Address Lists
- Phone lists
- Medical Information
- Get a urinalysis roster
- Get a roster of who has government travel cards, calling cards, IMPAC cards, or building access cards
- Update member information

First, you need to select a unit.

(Or, you may pick "All units" if you want information on everyone.)

And this is what you see:

Compact and Repair Database... Exit

Personal Data

PERSONNEL DATA

Please begin by selecting a unit: | All Units

Address List		Edit All Members' Info:
Telephone List		Edit One Person's Info:
Medical Status: All Personnel		Government Cardholder Info
Medicals Due Within 6 Months
Overdue Physicals
Urinalysis Roster
Member Data Sheets
Back to Main Switchboard		Done for the Day - Exit Access

Form View

NUM

We will select MSO St. Louis.

Compact and Repair Database... Exit

Personal Data

PERSONNEL DATA

Please begin by selecting a unit:

MSO St. Louis
MSO St. Louis
MSD Quad Cities
MSD St. Paul
MSD Peoria
All Units

Address List

Telephone List

Medical Status: All Personnel

Medicals Due Within 6 Months

Overdue Physicals
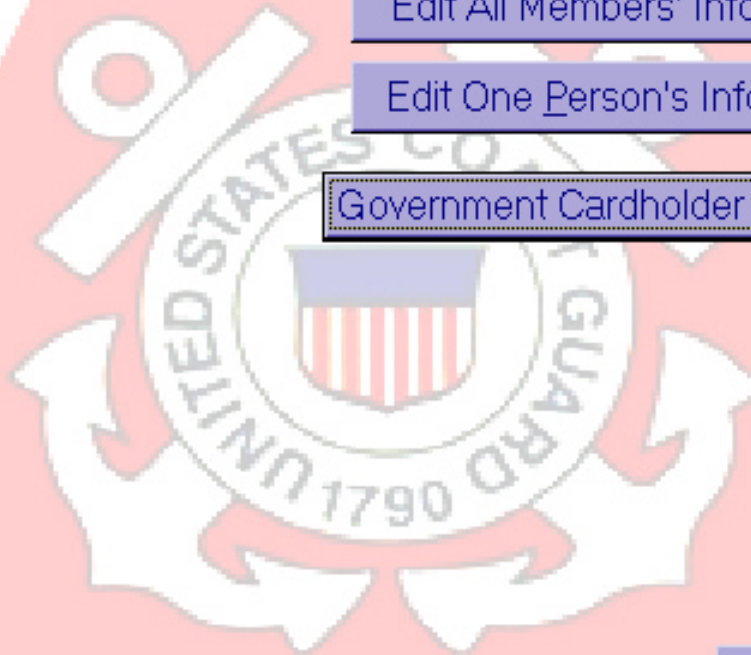
Urinalysis Roster

Member Data Sheets

Back to Main Switchboard

Edit All Members' Info:

Edit One Person's Info:

Government Cardholder Info

Done for the Day - Exit Access

Form View

NUM

Next, we will select "Address List"

Compact and Repair Database... Exit

Personal Data

PERSONNEL DATA

Please begin by selecting a unit: MSO St. Louis

| Address List | | Edit All Members' Info: |

| Telephone List | | Edit One Person's Info: |

| Medical Status: All Personnel | | Government Cardholder Info |

| Medicals Due Within 6 Months |

| Overdue Physicals |

| Urinalysis Roster |

| Member Data Sheets |

| Back to Main Switchboard | | Done for the Day - Exit Access |

Now a box will pop up to ask you if you would like a list for just active duty people, just reserve people, or for everyone.

Compact and Repair Database... Exit

Personal Data

Address List

Are you looking for Active Duty /Reserves/ or Everyone?

Everyone

Click for Report

Please begin by selecting

Address List

Telephone List

Info:

Info:

Medical Status: All Personnel

Medicals Due Within 6 Months

Government Cardholder Info

Overdue Physicals

Urinalysis Roster

Member Data Sheets

Back to Main Switchboard

Done for the Day - Exit Access

Form View

NUM

Let's select reserves only.

Compact and Repair Database... E_x_it

Personal Data

Please begin by selecting

Address List

Telephone List

Medical Status: All Personnel

Medicals Due Within 6 Months

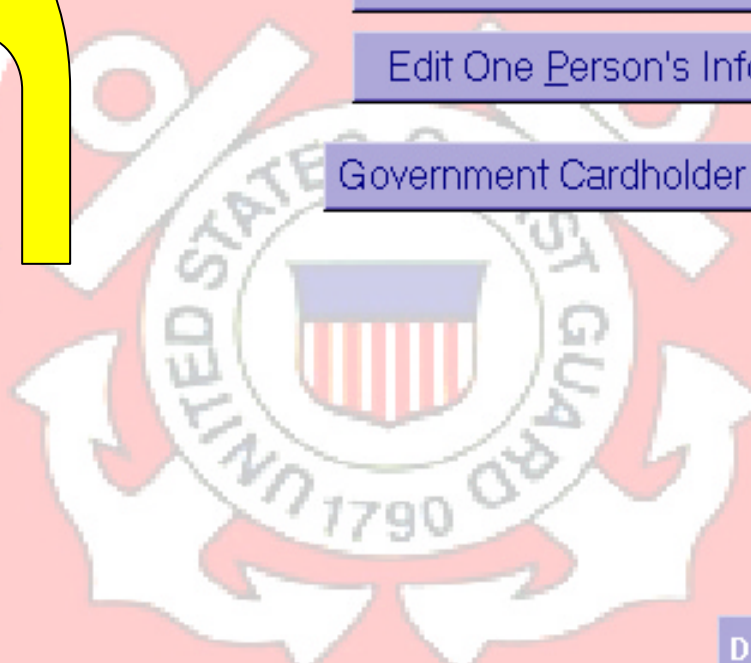**Overdue Physicals**

Urinalysis Roster

Member Data Sheets

Back to Main Switchboard

Address List

Are you looking for Active Duty /Reserves/ or Everyone?

Reserves Only

Click for Report

' Info:

s Info:

Government Cardholder Info

Done for the Day - Exit Access

Form View

NUM

Now we just "Click for Report"!

Compact and Repair Database...   Exit

Personal Data

Please begin by selecting

Address List

Are you looking for Active Duty /Reserves/ or Everyone?

Reserves Only

Click for Report

Info:

Address List

Telephone List

s Info:

Medical Status: All Person

Government Cardholder Info

Medicals Due Within 6 Months

Overdue Physicals

Urinalysis Roster

Member Data Sheets

Back to Main Switchboard

Done for the Day - Exit Access

Form View

NUM

Voila!

UNIT ADDRESS LIST

MSO St. Louis

MST1	CHRISTOPHER	P	**AYRES**	H: (636) 928-7659	W: (314) 298-0554
	205 Upper Muirfield Ct. S.				C: (636) 485-5601
	St. Charles	63304	MO	cpastcmo@aol.com	P:

BM3	CLARK	R	**BATES**	H: (618) 463-9366	W: (618) 462-0174
	2001 Clawson Street				C: 0
	Alton	62002	IL	cglife@msn.com	P:

MK1	MELVIN	W	**BERRY**	H: (618) 498-2985	W: (618) 258-2412
	501 W. Pearl St., IL				C: 0
	Jerseyville	62052	IL		P:

SN	JOSHUA		**BLACKSHER**	H: (573) 441-1678	W: (636) 479-9213
	3519 Marquis Ct.				C: (314) 210-8724
	Columbia	65201	MO	JMB83f@mizzou.edu	P:

SN	ARON	B	**BREWER**	H: (785) 271-6253	W: (785) 862-0194
	2065 SW Regency Parkway Dr.				C: 0
	Topeka	66604	KS	magdog0052@yahoo.com	P:

LT	NECIA	L	**CHAMBLISS**	H: (314) 832-7060	W: (314) 539-3091
	6308 Lindenwood Court #3				C: (314) 913-1367
	St. Louis	63109	MO		

Pretty neat, huh?

☺

You can do the same thing for a Phone List.

Okay, now how about a list of people that will need physicals in the next 6 months?

This time we will pick
MSD Quad Cities and select the
"Medicals Due Within 6
Months" Button.

Compact and Repair Database... Exit

Personal Data

PERSONNEL DATA

Please begin by selecting a unit: | MSD Quad Cities |

Address List

Telephone List

Medical Status: All Personnel

Medicals Due Within 6 Months

Overdue Physicals

Urinalysis Roster

Member Data Sheets

Back to Main Switchboard

Edit All Members' Info:

Edit One Person's Info:

Government Cardholder Info

Done for the Day - Exit Access

Form View

NUM

Medicals Due Within the Next 6 Months

MSD Quad Cities

				DOB	Age	Last Physical Exam	Next Physical Due	Status	Current Location
MK3	CHADWICK		GOBEN	05-Nov-75	26			ADT/IDT	MSD Quad Cities
MST2	THOMAS		HEMMINGER	23-Dec-68	33			Active	MSD Quad Cities
LCDR	MAX		HYNES	10-Apr-96	6	28-May-97	28-May-02	Active	MSD QC
MK1	KENT	E	JONES	20-Jul-61	40			ADT/IDT	MSD Quad Cities
MST3	GREGGORY		LORECK					ADT/IDT	MSD Peoria
LT	CAROL		MCALLISTER	04-Nov-69	32			ADT/IDT	MSD Quad Cities
PSCS	SCOTT	R	PETTIS	23-Aug-58	43			ADT/IDT	MSD Quad Cities
MSTC	RODNEY	L	TUCKER	17-Aug-67	34			ADT/IDT	MSD Quad Cities
LT	DAVID	M	WEBB	28-Oct-68	33			Active	MSD Quad Cities

And there it is!!!

Pretty neat, huh? And the cool thing is, this is all calculated AUTOMATICALLY off of the person's DOB and whether they are active or reserve.

NO DATA ENTRY NEEDED.

☺

Okay, for our next magic trick, we will create a list of people required to take the ever-popular "Whiz-Quiz."

After you pick the numbers, this finds the people and lists them alphabetically for you.

Watch this………………

Compact and Repair Database... Exit

Personal Data

PERSONNEL DATA

Please begin by selecting a unit: MSD Quad Cities

Address List

Telephone List

Medical Status: All Personnel

Medicals Due Within 6 Months

Overdue Physicals

Urinalysis Roster

Member Data Sheets

Back to Main Switchboard

Edit All Members' Info:

Edit One Person's Info:

Government Cardholder Info

Done for the Day - Exit Access

Form View

NUM

A box pops up and you enter your first number.

Then hit OK.

(We picked "3")

Necia & Kristi's Wicked Cool Database

Compact and Repair Database... Exit

Personal Data

PERSONNEL DATA

Please begin by selecting a unit:

Enter Parameter Value

Digit 1

3

OK   Cancel

Address List

Telephone List

Medical Status: All Personnel

Medicals Due Within 6 Months
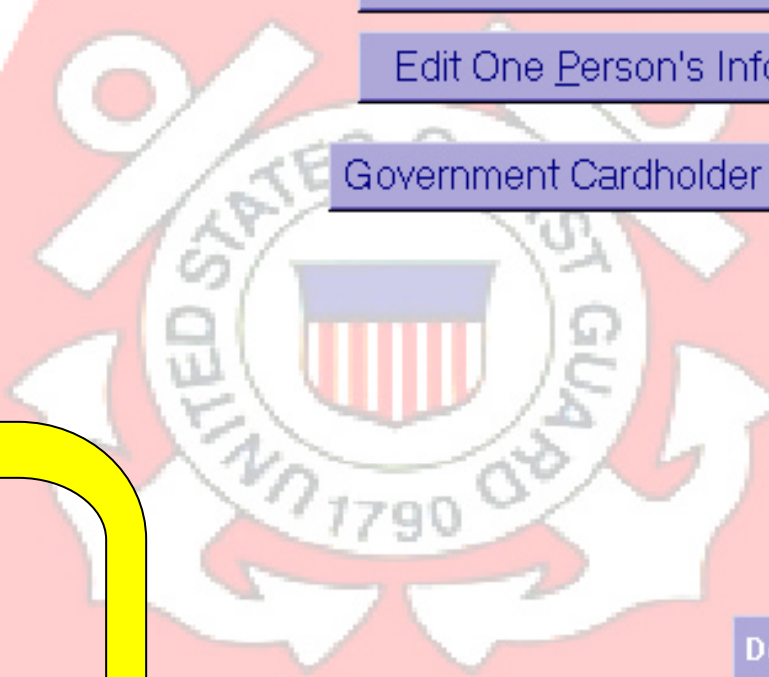
Overdue Physicals

Urinalysis Roster

Member Data Sheets
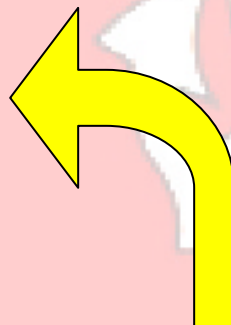
Back to Main Switchboard

All Members' Info:

Edit One Person's Info:

Government Cardholder Info

Done for the Day - Exit Access

Form View

NUM

Then a second box pops up for your second number. Just keep going. You may enter as many as 7 numbers. When you have entered as many numbers as you want, just keep hitting OK.

Compact and Repair Database... Exit

Personal Data

PERSONNEL DATA

Please begin by selecting a unit: MSD Quad Cities

Enter Parameter Value ✕

Digit 2

6

OK   Cancel

Address List

Telephone List

Medical Status: All Personnel

Medicals Due Within 6 Months

Overdue Physicals

Urinalysis Roster

Member Data Sheets

Back to Main Switchboard

embers' Info:

Person's Info:

Government Cardholder Info

Done for the Day - Exit Access

Form View   NUM

And you get a list, grouped by unit, and with people listed alphabetically.

MAGIC!!!!

Urinalysis Roster

MSD Peoria

				Last SSN Digit:
☐	JACOBSON	STEVE	MST1	3
☐	REGO	FRANCISCO	LT	3

MSD Quad Cities

					Last SSN Digit:
☐	DRUSKIS	JILL	K	LT	6
☐	GOBEN	CHADWICK		MK3	6
☐	HYNES	KRISTINA	R	ENS	3
☐	STAGE	WILLIAM	T	MST3	3

MSD St. Paul

					Last SSN Digit:
☐	ARNDT	STEVEN	J	SK2	3
☐	BRADLEY	JOEL		SN	3
☐	DEHLER	NICK		ENG	3
☐	KRAMER	STEVEN	M	PS1	3

We even made a little check box to the left of each person to make life easier for the Urinalysis Coordinator.

Next we have Member Data Sheets.

These are summaries of all the info you have in the database on each person.

These are good for handing out hard copies and having members check their info for accuracy.

Personal Data

PERSONNEL DATA

Please begin by selecting a unit: | All Units

Address List

Telephone List

Medical Status: All Personnel

Medicals Due Within 6 Months
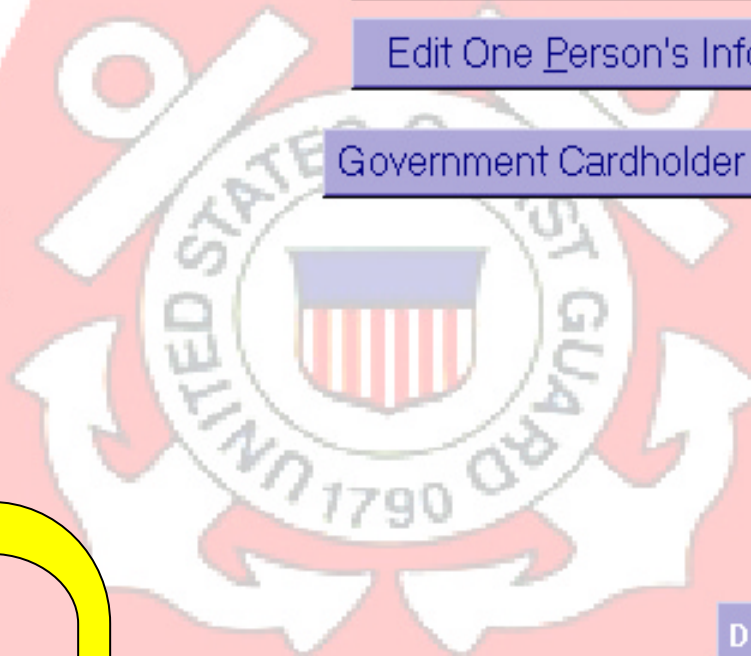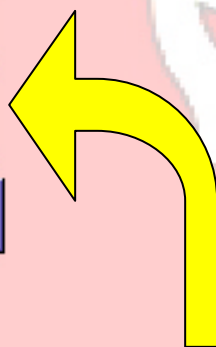
Overdue Physicals

Urinalysis Roster

Member Data Sheets

Back to Main Switchboard

Edit All Members' Info:

Edit One Person's Info:

Government Cardholder Info

Done for the Day - Exit Access

Form View

NUM

Member Data Sheet   **PS3   DANIEL   F   AULT**

MSD Peoria

Personal Information   Rank: E4   Employee ID#: ███████

Home Address:

521 Broadmeadow Road   Spouses Name: _____

Rantoul   IL   61866   Email Address: Viper30@wet66.com

(217) 892-2935   Cell Phone: (217) 778-9691

                                       Pager Number: _____

Birthday: 01-Nov-69   Annual ADT Request Submitted?: Yes

Civilian Job Information   Military Information   Do you have any one
                                                          of the following:

Village of Rantoul Police Dept.   Active Duty Base Date: 05-Sep-96
109 E. Grove   Active Duty Termination Date: _____   ☐ Government Travel Card

Rantoul   IL   61866   Expected Loss Date: _____   ☐ Impact Card
(217) 892-2103   Pay Base Date: _____
                                   Report Date: _____   ☐ Phone Calling Card
Civilian Occupation: Rotation Date: _____

Training Information: Please ensure the dates you last received the following qualifications are correct.

Small Arms Instructor? ☐   Navigation Rules Test: _____

        9 MM: _____   MLE Training: _____

        M16: _____   Pyro: _____

     Shotgun: _____   Port Security Training: _____

Judgmental Pistol: _____   Boarding Officer? ☐

Coxswain Qualified? ☐   Team Coordination Training: _____

Boarding Team Mbr? ☐   PT Test:

Page: |◀ ◀   1   ▶ ▶|

Ready   NUM

This is actually a 2-page form – lots of info captured!

Okay, let's move on to Force Management. (We'll come back Personnel Data later.)

Click

"Back to Main Switchboard"

File Edit View Insert Format Records Tools Window Help

MS Sans Serif   8   **B** *I* <u>U</u>

Personnel Management System

Necia and Kristi's "WICKED Cool"

PERSONNEL MANAGEMENT SYSTEM

Personnel Data

Force Management

Training and Qualifications

Quick Look-Up: Type Last Name & Click Arrow

Done for the Day - Exit Access

Form View

NUM

Force Management…

MS Sans Serif | 8 | **B** _I_ U

Personnel Management System

Necia and Kristi's "Wicked Cool"

PERSONNEL MANAGEMENT SYSTEM

Personnel Data

Force Management

Training and Qualifications

Quick Look-Up: Type Last Name & Click Arrow

Done for the Day - Exit Access

Compact and Repair Database... Exit

Force Management

FORCE MANAGEMENT

Please begin by selecting a unit: All Units

Personnel Allowance List (PAL)

Reserve Personnel Allowance List (RPAL)

Contingency Planning Resource List (CPRL)

Reservist Annual ADT Requests

OER/MARKS Schedule

Enlisted Rating Chain

Officer Rating Chain

End of Enlistment Report

Yearly Rotation Date Report

Mobilization by Parent Command

Mobilization by Current Location

Back to Main Switchboard

Done for the Day - Exit Access

Form View

NUM

From here, you can get the PAL, RPAL, or CPRL for any or all of your units.

By the way, if you don't know what a CPRL is, come ask me later…it's up and coming, and critical to your reservist force management…

You can get an Enlisted Rating Chain

(all units are required to provide this to their members)….

….or an Officer Rating Chain….

Or an OER/Marks Schedule.

(This gives you a list of when each person's marks/OER is due.)

There is an End of Enlistment report. You designate the number of months you want to see.

For example, you can see who at MSO St. Louis has his/her enlistment expiring in the next three months. Don't be caught off-guard again!

And, you can create a list of who will be rotating out of your unit or department within the next year.

Finally, there is Mobilization information.
You can get the information sorted either by which unit the people came from, or sorted by where they were mobilized.

Okay, on to
Training and Qualifications.

Compact and Repair Database... Exit

Personnel Management System

Necia and Kristi's "Wicked Cool"

PERSONNEL MANAGEMENT SYSTEM

Personnel Data

Force Management

Training and Qualifications

Quick Look-Up: Type Last Name & Click Arrow

Done for the Day - Exit Access

Form View

NUM

Compact and Repair Database... Exit
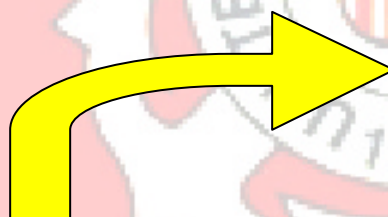
Training and Qualifications

TRAINING AND QUALIFICATIONS

Please begin by selecting a unit: All Units

Click on the drop down boxes to choose different reports.

Maritime and Law Enforcement Qualfications/Schools/Courses	**Marine Safety Qualifications/ Schools / Courses**	**MLC Required Training**
Press to view MLE Reports	Press to view "M" Reports	Press to view completed training reports
		Press to view incomplete training reports

Back to Main Switchboard

Done for the Day - Exit Access

Form View

NUM

From here you can get a list of people with various MLE qualifications or "M" qualifications.
(For those of you in "O," see us later. Version 2 may include "O" quals.)

Let's get a list of all the people at MSD Peoria who are 9mm qualified.

Compact and Repair Database... Exit

Training and Qualifications

TRAINING AND QUALIFICATIONS

Please begin by selecting a unit: `MSD Peoria`

Click on the drop down boxes to choose different reports.

Maritime and Law Enforcement Qualfications/Schools/Courses	**Marine Safety Qualifications/ Schools / Courses**	**MLC Required Training**

All Maritime Law Enforcement Training
Small arms Instructor
9 MM
M 16
Judgmental Pistol Course
Boarding Officer
Boarding Team Member
OC Pepper Spray

Press to view "M" Reports

Press to view completed training reports

Press to view incomplete training reports

Back to Main Switchboard

Done for the Day - Exit Access

Form View

NUM

Compact and Repair Database... Exit

Training and Qualifications

TRAINING AND QUALIFICATIONS

Please begin by selecting a unit: MSD Peoria

Click on the drop down boxes to choose different reports.

Maritime and Law Enforcement Qualfications/Schools/Courses	Marine Safety Qualifications/ Schools / Courses	MLC Required Training
9 MM		

Press to view MLE Reports

Press to view "M" Reports

Press to view completed training reports

Press to view incomplete training reports

Back to Main Switchboard

Done for the Day - Exit Access

Form View

NUM

9 MM (Pistol) Qualified

MSD Peoria

PS3	DANIEL	AULT
MST2	WILLIAM	BARTON
BOSN4	THOMAS	CANDLER
SN	JERRY	FERGUSON
MK2	SALLY	FOSTER
MST1	DAVE	HAMILTON
SN	JEFFREY	HONEYCUTT
MST1	STEVE	JACOBSON
LT	DON	PELTONEN
LT	FRANCISCO	REGO
BM1	RICHARD	REID
LT	MICHAEL	SMITH
LCDR	THOMAS	THOMAS
MST3	JAMES	WITKO
MST3	DONALD	WOEHRER
LTJG	SCOTT	WOLLAND

How about all that MLC required training?

Got that covered, too.

Let's see who has completed their hearing conservation training at MSD Peoria.

Necia & Kristi's Wicked Cool Database

Compact and Repair Database...   Exit

Training and Qualifications

TRAINING AND QUALIFICATIONS

Please begin by selecting a unit: MSD Peoria

Click on the drop down boxes to choose different reports.

Maritime and Law Enforcement Qualfications/Schools/Courses	**Marine Safety Qualifications/ Schools / Courses**	**MLC Required Training**

Press to view MLE Reports   Press to view "M" Reports

MLC Required Training dropdown:
- Critical Incident Stress Management
- CPR
- Emergency Action Plan
- First Aid
- Fraternization
- Hazardous Communications
- Hearing Conservation
- Human Relations

Back to Main Switchboard

Done for the Day - Exit Access

Form View   NUM

Now,

"Press to View Completed Training Reports"

Training and Qualifications

TRAINING AND QUALIFICATIONS

Please begin by selecting a unit: | MSD Peoria ▼

Click on the drop down boxes to choose different reports.

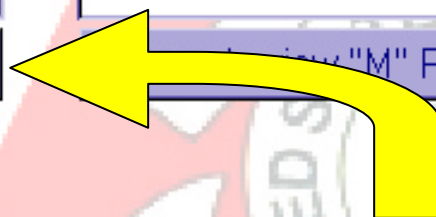| **Maritime and Law Enforcement Qualifications/Schools/Courses**	**Marine Safety Qualifications/ Schools / Courses**	**MLC Required Training**
▼	▼	Hearing Conservation ▼
Press to view MLE Reports	Press to view "M" Report	Press to view completed training reports
		Press to view incomplete training reports

Back to Main Switchboard

Done for the Day - Exit Access

Form View | NUM

100%   Close

Completed Hearing Conservation Training

MSD Peoria

PS3	DANIEL	AULT
MST2	WILLIAM	BARTON
BOSN4	THOMAS	CANDLER
SN	JERRY	FERGUSON
MK2	SALLY	FOSTER
MST1	DAVE	HAMILTON
SN	JEFFREY	HONEYCUTT
MST1	STEVE	JACOBSON
LT	DON	PELTONEN
LT	FRANCISCO	REGO
BM1	RICHARD	REID
LT	MICHAEL	SMITH
LCDR	THOMAS	THOMAS
MST3	JAMES	WITKO
MST3	DONALD	WOEHRER

Or, we could view those who have <u>not</u> completed the training at MSD St. Paul.

Compact and Repair Database...   Exit

Training and Qualifications

TRAINING AND QUALIFICATIONS

Please begin by selecting a unit: MSD St. Paul

Click on the drop down boxes to choose different reports.

Maritime and Law Enforcement Qualfications/Schools/Courses	Marine Safety Qualifications/ Schools / Courses	MLC Required Training
		Hearing Conservation
Press to view MLE Reports	Press to view "M" Reports	Press to view completed training reports
		Press to view incomplete training reports

Back to Main Switchboard

Done for the Day - Exit Access

Form View   NUM

Has Not Completed Hearing Conservation Training

MSD St. Paul

SK2	STEVEN	ARNDT
SN	JOEL	BRADLEY
BM3	TRENT	CLARK
ENG4	NICK	DEHLER
MSTC	TODD	DUDLEY
BOSN3	JOHN	GREZ
PS3	DAVID	HARMS
MK3	JACOB	KOVAR
PS1	STEVEN	KRAMER
MK3	JENSEN	LAWRENCE
PS2	DARREL	LEWIS
MST3	MARK	MIRSCH
LT	JASON	NEUBAUER
FT1	SCOTT	NOKES

Watch this.

Starting from the beginning…

Go to the Personnel Data page.

Save | Print | Compact and Repair Database... | Exit | [dropdown]

Personnel Management System

Necia and Kristi's "Wicked Cool"

PERSONNEL MANAGEMENT SYSTEM

Personnel Data

Force Management

Training and Qualifications

Quick Look-Up: | Type Last Name & Click Arrow | [dropdown]

Done for the Day - Exit Access

Form View

NUM

Compact and Repair Database... Exit

Personal Data

PERSONNEL DATA

Please begin by selecting a unit: | All Units ▾

Address List

Telephone List

Medical Status: All Personnel

Medicals Due Within 6 Months

Overdue Physicals

Urinalysis Roster

Member Data Sheets

Back to Main Switchboard

Edit All Members' Info:

Edit One Person's Info: | ▾

Government Cardholder Info

Done for the Day - Exit Access
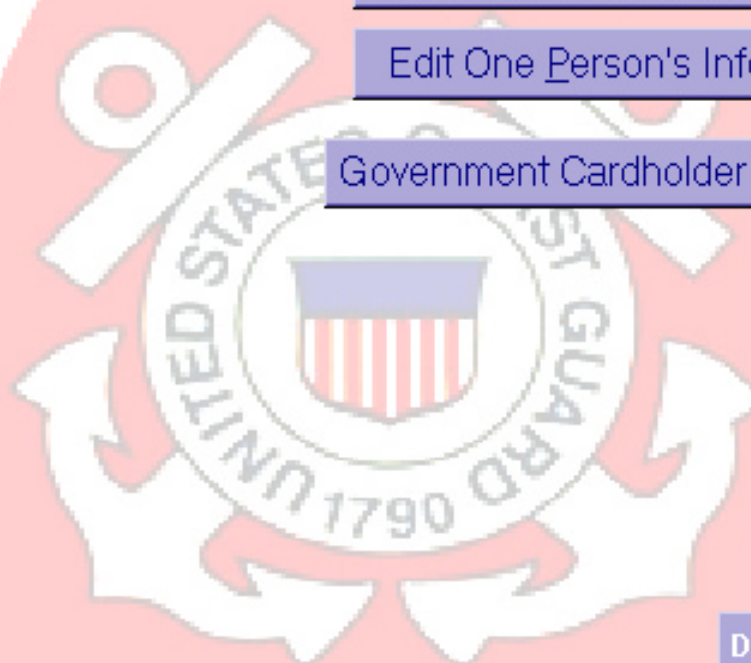
Who do you want to update? Pick the member's name from the drop-down box.

(Gee whiz, ya mean I don't even have to TYPE?!?)

Compact and Repair Database... Exit

Personal Data

PERSONNEL DATA

Please begin by selecting a unit: | All Units ▼

Address List

Telephone List

Medical Status: All Personnel

Medicals Due Within 6 Months

Overdue Physicals

Urinalysis Roster

Member Data Sheets

Back to Main Switchboard

Edit All Members' Info:

Edit One Person's Info: ▼

Government Cardholder

BLACKSHER
BLUM
BONDS
BRADLEY
BREWER
CANDLER
CARIE
CHAMBLISS

Done for the Day - Exit Access

Form View · NUM

Compact and Repair Database...   Exit

Personal Data

PERSONNEL DATA

Please begin by selecting a unit: All Units ▼

Address List

Telephone List

Medical Status: All Personnel

Medicals Due Within 6 Months

Overdue Physicals

Urinalysis Roster

Member Data Sheets

Back to Main Switchboard
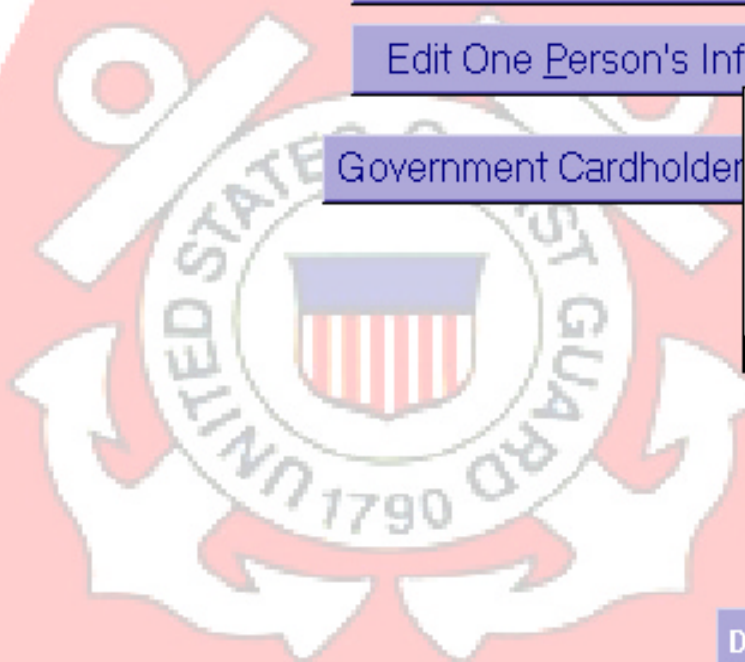
Edit All Members' Info:

Edit One Person's Info: CHAMBLISS ▼

Government Cardholder Info

Done for the Day - Exit Access

Form View   CAPS   NUM

Necia & Kristi's Wicked Cool Database

Compact and Repair Database... Exit

Main Form

Last Name	First Name	MI	Employee ID	Parent Unit	Current Location:
CHAMBLISS	NECIA	L	1080069	MSO St. Louis	MSO St. Louis

Rate	Rank	Officer/Enlisted	Status:
LT	O3	Officer	Recalled

Gen Military | Personal | Active | Reserve | OERs/Marks | Medical | Awards | Misc | HS Trng | "M" Trng | Req'd Trng | Courses | Mobilization

Date Assigned MSO: 17-Sep-01

Rotation Date: _____

Active Duty Base Date: 21-Aug-91

Active Duty Termination Date: 31-May-02

Expiration of Enlistment: _____

Pay Base Date: _____

OPFAC: 08-33201

Security Clearance Level: _____

Date of Last Security Clearance: _____

Close and Return to Switchboard

Record: ◄◄ ◄ 2 ► ►► ►* of 3 (Filtered)

Expected Loss Date

FLTR   CAPS   NUM

Just looks like a regular ol' form, eh?

At the top of the form, you enter the member's name, SSN, Emplid, Parent Unit, Current Location, Rate & Rank, and their Status. Many of these are drop-down boxes.

Now may be a good time to mention the ONLY mandate/warning about the database. You MUST enter an employee ID number, EVEN if you have to make it up. Just don't leave it blank…it will do very bad things to the database. It's really the only imperative we have!

We recommend using today's date or the person's last name. You could even use silly words like corn or blue jeans. As long as the box is not empty the entry is unique to that person, you are in good shape.

There are a series of tabs (kind of looks like index cards) with this massive amount of info sorted into categories.

You just click on the little tab-thingies and type info into the boxes.

The first tab is General Info: rotation dates, end of enlistment, etc.

Necia & Kristi's Wicked Cool Database

Compact and Repair Database... Exit

Main Form

Last Name	First Name	MI	Employee ID	Parent Unit	Current Location:
CHAMBLISS	NECIA	L	1080069	MSO St. Louis	MSO St. Louis

Rate	Rank	Officer/Enlisted	Status:
LT	O3	Officer	Recalled

Gen Military | Personal | Active | Reserve | OERs/Marks | Medical | Awards | Misc | HS Trng | "M" Trng | Req'd Trng | Courses | Mobilization

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Active Duty Termination Date: 31-May-02

Expiration of Enlistment:

Pay Base Date:

OPFAC: 08-33201

Security Clearance Level:

Date of Last Security Clearance:

Close and Return to Switchboard

Record: 2 of 3 (Filtered)

Expected Loss Date

FLTR   CAPS   NUM

Next is Personal Info: SSN, Home Address & Phone, Cell Phone, DOB, Age (which is calculated automatically from the DOB!), e-mail addresses, and a spot for general notes.

Necia & Kristi's Wicked Cool Database

Compact and Repair Database... Exit

Main Form

Last Name	First Name	MI	Employee ID	Parent Unit	Current Location:
CHAMBLISS	NECIA	L	1080069	MSO St. Louis	MSO St. Louis

Rate	Rank	Officer/Enlisted	Status:
LT	O3	Officer	Recalled

Gen Military | Personal | Active | Reserve | OERs/Marks | Medical | Awards | Misc | HS Trng | "M" Trng | Req'd Trng | Courses | Mobilization

SSN: 333-33-3333

Home Address: 6308 Lindenwood Court
#3
St. Louis   MO 63109

Home Phone: (314) 832-7060
Cell Phone:
Pager:

Home E-mail: neciachambliss@yahoo.com

Spouses' Name: Prince Charming

DOB: 13-Dec-80   Age: 21

Notes:

Work E-mail:

Close and Return to Switchboard

Record: 2 of 3

Enter in anything unusual or just good information to know

FLTR   NUM

Active Duty Info:

Billet number, etc.

Necia & Kristi's Wicked Cool Database

Compact and Repair Database...   Exit

Main Form

Last Name	First Name	MI	Employee ID	Parent Unit	Current Location:
CHAMBLISS	NECIA	L	1080069	MSO St. Louis	MSO St. Louis

Rate	Rank	Officer/Enlisted	Status:
LT	O3	Officer	Recalled

Gen Military | Personal | Active | Reserve | OERs/Marks | Medical | Awards | Misc | HS Trng | "M" Trng | Req'd Trng | Courses | Mobilization

Department: HS-LOGS

Billet Code #:

Billet Grade:

Current Billet Title: Logistics Section Chief

Official Billet Title:

Close and Return to Switchboard

Record: 2 of 3

Department that member has been assigned

FLTR   NUM

Reserve Info:

Civilian work address & phone, RPAL billet, CPRL billet, and whether they have submitted their 2-week ADT request for the year.

Necia & Kristi's Wicked Cool Database

Compact and Repair Database... Exit

Main Form

Last Name	First Name	MI	Employee ID	Parent Unit	Current Location:
CHAMBLISS	NECIA	L	1080069	MSO St. Louis	MSO St. Louis

Rate	Rank	Officer/Enlisted	Status:
LT	O3	Officer	Recalled

Gen Military | Personal | Active | **Reserve** | OERs/Marks | Medical | Awards | Misc | HS Trng | "M" Trng | Req'd Trng | Courses | Mobilization

Remote/Local: Remote

Civilian Occupation: Lawyer

Work Company:

Work Address:

Work Phone: (314) 539-3091

Annual ADT Request Submitted?: Yes

RPAL INFO

CPRL INFO

Position Code: 97

Position Rank: LTJG

RPAL QUALS: 70

CPRL Force Element:

CPRL Receiving Unit:

CPRL Grade/Rate:

CPRL Quals:

CPRL Security Clearance:

CPRL Watch Bill:

CPRL Billet? ☐

Close and Return to Switchboard

Record: 2 of 3

Form View

FLTR | NUM

<u>OER/Marks Info</u>:
Dates they are due and rating chain.

The dates are entered AUTOMATICALLY based on rank & status (i.e. reservists or active)

Isn't that neat?

Notice the check-box for Every Two Years – this is automatically checked for reservist officers.

Necia & Kristi's Wicked Cool Database

Compact and Repair Database... Exit

Main Form

Last Name	First Name	MI	Employee ID	Parent Unit	Current Location:
CHAMBLISS	NECIA	L	1080069	MSO St. Louis	MSO St. Louis

Rate	Rank	Officer/Enlisted	Status:
LT	O3	Officer	Recalled

Gen Military | Personal | Active | Reserve | **OERs/Marks** | Medical | Awards | Misc | HS Trng | "M" Trng | Req'd Trng | Courses | Mobilization

OER/MARKS DUE: 10 May

Second Set of OER/MARKS:

Even Years Only: ☑

Supervisor: LCDR Bailey

Reporting Officer /Marking Official: LCDR Haynes

Reviewing Officer /Approving Official: CDR Washburn

Close and Return to Switchboard

Record: 2 of 3

Form View

FLTR   NUM

Next is <u>Medical Information</u>. This is just dates of last physical exam, when the next one is due, and dates of shots necessary for deployment.

Again, "Next Due" is calculated automatically.

Necia & Kristi's Wicked Cool Database

Compact and Repair Database... Exit

Main Form

Last Name	First Name	MI	Employee ID	Parent Unit	Current Location:
CHAMBLISS	NECIA	L	1080069	MSO St. Louis	MSO St. Louis

Rate	Rank	Officer/Enlisted	Status:
LT	O3	Officer	Recalled

Gen Military | Personal | Active | Reserve | OERs/Marks | Medical | Awards | Misc | HS Trng | "M" Trng | Req'd Trng | Courses | Mobilization

Last Physical Exam: 01-Oct-01   Next Physical Due: 13-Dec-04

Date of Last Tetanus Shot: 01-Mar-02

Date Of Last Hep A Shot:

Date of Last Hep B Shot:

Close and Return to Switchboard

Record: 2 of 3

Form View   FLTR   NUM

Awards:

Personal awards only, so the YN knows whether the person gets a star when the unit awards, for example, the next LOC.

Necia & Kristi's Wicked Cool Database

Compact and Repair Database... Exit

Main Form

Last Name	First Name	MI	Employee ID	Parent Unit	Current Location:
CHAMBLISS	NECIA	L	1080069	MSO St. Louis	MSO St. Louis

Rate	Rank	Officer/Enlisted	Status:
LT	O3	Officer	Recalled

Gen Military | Personal | Active | Reserve | OERs/Marks | Medical | Awards | Misc | HS Trng | "M" Trng | Req'd Trng | Courses | Mobilization

Commendation Medals: _____

Achievement Medals: _____

LOCs: _____

Good Conducts: _____

Miscellaneous Awards: _____

Close and Return to Switchboard

Record: ◄◄ ◄ [2] ► ►I ►* of 3

Form View

FLTR   NUM

Miscellaneous:

Government travel cards, long distance calling cards, IMPAC cards, and access cards to federal buildings. Also ICS position.

Necia & Kristi's Wicked Cool Database

Compact and Repair Database... Exit

Main Form

Last Name	First Name	MI	Employee ID	Parent Unit	Current Location:
CHAMBLISS	NECIA	L	1080069	MSO St. Louis	MSO St. Louis

Rate	Rank	Officer/Enlisted	Status:
LT	O3	Officer	Recalled

Gen Military | Personal | Active | Reserve | OERs/Marks | Medical | Awards | **Misc** | HS Trng | "M" Trng | Req'd Trng | Courses | Mobilization

Building Security Card? ☑

Building Security Card Number: [_____]

☐ IMPAC Card Holder   ☑ Government Travel Card   ☑ Phone Calling Card

ICS Position: LSC

Close and Return to Switchboard

Record: ◀◀ ◀ 2 ▶ ▶▶ ▶* of 3

Form View | FLTR | NUM

Homeland Security Training:

Lots here. Weps quals, boarding officer/team member, etc.

Necia & Kristi's Wicked Cool Database

Compact and Repair Database... Exit

Main Form

Last Name	First Name	MI	Employee ID	Parent Unit	Current Location:
CHAMBLISS	NECIA	L	1080069	MSO St. Louis	MSO St. Louis

Rate	Rank	Officer/Enlisted	Status:
LT	O3	Officer	Recalled

Gen Military | Personal | Active | Reserve | OERs/Marks | Medical | Awards | Misc | HS Trng | "M" Trng | Req'd Trng | Courses | Mobilization

Small Arms Instructor Qualified? ☐

Maritime Law Enforcement: _____

Port Security Training: _____

9MM Qualified: _____

M16 Qualified: _____

Shotgun Qualified: _____

Judgmental Pistol: _____

Last PT Test: _____

OC Pepper Sprayed: ☐

Boarding Officer Qualified: ☐   CPR: _____

Boarding Team Member Qualified: ☐   First Aid: _____

Coxswain Qualified: ☐

Boat Crew ("KG") Qualified: ☐

Boat Engineer Qualified: ☐

Navigation Rules: _____

Pyro: _____

Team Coordination Training: _____

Close and Return to Switchboard

Record: 2 of 3

Date of Small Arms Instructor

FLTR   NUM

"M" Training:

Again, lots of stuff here. We only included the quals we need in D8 inland rivers. You could add more if you need them.

Necia & Kristi's Wicked Cool Database

Compact and Repair Database... Exit

Main Form

Last Name	First Name	MI	Employee ID	Parent Unit	Current Location:
CHAMBLISS	NECIA	L	1080069	MSO St. Louis	MSO St. Louis

Rate	Rank	Officer/Enlisted		Status:
LT	O3	Officer		Recalled

Gen Military | Personal | Active | Reserve | OERs/Marks | Medical | Awards | Misc | HS Trng | "M" Trng | Req'd Trng | Courses | Mobilization

Date of Last HAZWPR training: [   ]   Incident Command System [▼]

- ☐ Command Duty Officer
- ☐ Duty Marine Inspector/Investigator
- ☐ Facility Inspector
- ☐ Pollution Investigator
- ☐ Federal On-Scene Coordinator
- ☐ Harbor Safety
- ☐ Explosive Handling Supervisor

- ☐ T-Boat Inspector
- ☐ Barge Inspector
- ☐ Drydock Inspector
- ☐ Hull Inspector
- ☐ Machinery Inspector
- ☐ Marine Safety Boarding Officer

- ☐ Casualty Investigator
- ☐ Violation Investigator
- ☐ Suspension and Revocation

Close and Return to Switchboard

Record: |◄ ◄ [2] ► ►| ►* of 3

HAZWOPR training must be completed annualy IAW 29 CFR 1910 (q)(6) - (q)(8)   FLTR   NUM

Required Training:

This is MLC required training.

Compact and Repair Database... Exit

Last Name	First Name	MI	Employee ID	Parent Unit	Current Location:
CHAMBLISS	MISSY		CAT1		

Rate | **Rank** | **Officer/Enlisted** | **Status:**

Gen Military | Personal | Active | Reserve | OERs/Marks | Medical | Awards | Misc | HS Trng | "M" Trng | Req'd Trng | Courses | Mobilization

Tri-annual Training

Human Relations:

Biennial Training

Critical Incident Stress Mgt:

Annual Training

HAZCOMM:

Suicide Prevention:

Alcohol Awareness:

Fraternization:

Work Place Violence:

First Aid:

Sexual Harrasment Prev:

AIS Security:

Emergency Action Plan:

Hearing Conservation:

Respiratory Protection:

CPR:

As Needed Training

Hazing Awareness:

SAFE:

Classified Material:

Ethics:

Bomb Threat / Incident Trng:

Close and Return to Switchboard

Record: 1 of 3 (Filtered)

Triannually (every 3 years) IAW COMDTINST M5350.4

FLTR | CAPS | NUM

Courses:

"M" schools people may have attended.

Compact and Repair Database... Exit

Last Name CHAMBLISS   **First Name** NECIA   **MI** L   **Employee ID** 1080069   **Parent Unit** MSO St. Louis   **Current Location:** MSO St. Louis

Rate LT   **Rank** O3   **Officer/Enlisted** Officer   **Status:** Recalled

Gen Military | Personal | Active | Reserve | OERs/Marks | Medical | Awards | Misc | HS Trng | "M" Trng | Req'd Trng | **Courses** | Mobilization

Courses

- ☐ Entry Level Port Operations Course
- ☐ Safety and Occupational Health Course
- ☐ Marine Inspector Course
- ☐ Advanced Marine Inspector Course
- ☐ Investigating Officer Course
- ☐ Advanced Investigating Officer Course
- ☐ Oil Spill Control School
- ☐ T-boat Plan Review

Correspondence Courses

- ☐ Initial Indoctrination to Port Operations
- ☐ Initial Indoctrination to Marine Inspections

Close and Return to Switchboard

Record: 2 of 3 (Filtered)

Attended ELPOC

FLTR | CAPS | NUM

Mobilization Information:

Info on when and where reservists have been mobilized.

Necia & Kristi's Wicked Cool Database - [Main Form]

Compact and Repair Database... Exit

Last Name	First Name	MI	Employee ID	Parent Unit	Current Location:
CHAMBLISS	NECIA	L	1080069	MSO St. Louis	MSO St. Louis

Rate	Rank	Officer/Enlisted		Status:
LT	O3	Officer		Recalled

Gen Military | Personal | Active | Reserve | OERs/Marks | Medical | Awards | Misc | HS Trng | "M" Trng | Req'd Trng | Courses | **Mobilization**

Date Title 10 Mobilized: SEP 2001

Date Title 10 Demobilized: MAY 2002

Mob Location 1: MSO St. Louis

Mobilized Location 2 (Date):

Demobilized Location 2 (Date):

Mobilization Location 2 (Place):

MOB NOTES:

Close and Return to Switchboard

Record: 2 of 3 (Filtered)

Form View   FLTR   CAPS   NUM

That's it for the "tabbies."

When you are done, click "Close and Return to Switchboard."

That will take you back to the Personnel Data Switchboard.

Compact and Repair Database... Exit

Last Name	First Name	MI	Employee ID	Parent Unit	Current Location:
CHAMBLISS	NECIA	L	1080069	MSO St. Louis	MSO St. Louis

Rate	Rank	Officer/Enlisted	Status:
LT	O3	Officer	Recalled

Gen Military | Personal | Active | Reserve | OERs/Marks | Medical | Awards | Misc | HS Trng | "M" Trng | Req'd Trng | Courses | **Mobilization**

Date Title 10 Mobilized: SEP 2001

Date Title 10 Demobilized: MAY 2002

Mob Location 1: MSO St. Louis

Mobilized Location 2 (Date):

Demobilized Location 2 (Date):

Mobilization Location 2 (Place):

MOB NOTES:

Close and Return to Switchboard

Record: 2 of 3 (Filtered)

Form View

FLTR | CAPS | NUM

Compact and Repair Database... Exit

Personal Data

PERSONNEL DATA

Please begin by selecting a unit: | All Units |

Address List

Telephone List

Medical Status: All Personnel

Medicals Due Within 6 Months

Overdue Physicals

Urinalysis Roster

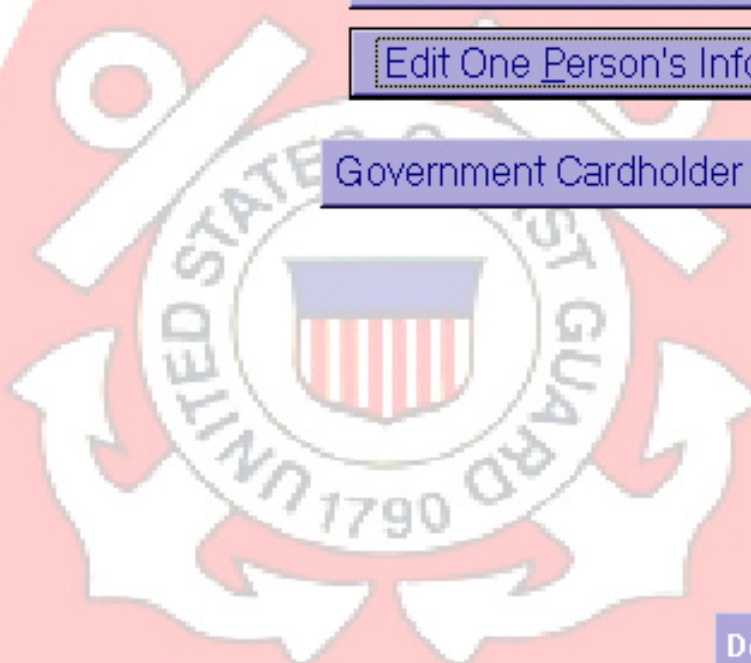Member Data Sheets

Back to Main Switchboard

Edit All Members' Info:

Edit One Person's Info: | CHAMBLISS |

Government Cardholder Info

Done for the Day - Exit Access

Form View

NUM

AND….
LAST BUT NOT LEAST…..

The Nifty Quick Look-Up!

Compact and Repair Database... Exit

Personnel Management System

Necia and Kristi's "WICKED Cool"

PERSONNEL MANAGEMENT SYSTEM

Personnel Data

Force Management

Training and Qualifications

Quick Look-Up: Type Last Name & Click Arrow

Done for the Day - Exit Access

Form View

CAPS   NUM

First, type a name.

(Usually just the first few letters are enough).

🖫 🖨 Compact and Repair Database... Exit [▼]

Personnel Management System

Necia and Kristi's "Wicked Cool"

PERSONNEL MANAGEMENT SYSTEM

Personnel Data

Force Management

Training and Qualifications

Quick Look-Up: [CHAMBLISS   ▼]

Done for the Day - Exit Access

Then click the down arrow.

Save | Print | <u>C</u>ompact and Repair Database... E<u>x</u>it | ▼ |

Personnel Management System

NECIA AND KRISTI'S "WICKED COOL"

PERSONNEL MANAGEMENT SYSTEM

Personnel Data

Force Management

Training and Qualifications

Done for the Day - Exit Access

Quick Look-Up: | CHAMBLISS ▼ |

Last Name	First Name	Home Phone	Work Phone	Cell Phone	Home E-mail	Work E-mail
CHAMBLISS	NECIA	(314) 832-7060	(314) 539-3091		neciachambliss@yahoo.com	

Form View | | | CAPS | NUM |

The member's name, home phone, work phone, cell phone, and home and work e-mail addresses have popped up.

We just figured what you need most quickly is somebody's home number.

That's pretty much it.
The database could be expanded to include other kinds of quals, etc.

(Kristi and I can be bribed with lots of pizza and ice cream.)
(Or Class 5 safes. No, really!)

We hope this makes your life easier.

Any questions?

Wicked Cool, eh?